

Personnel Newsletter

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FREE SERVICE FOR NEBA MEMBERS

Members of the NASA Employees Benefit Association are entitled to free will preparation through the MetLife Company which underwrites the plan. The Will Preparation Service is administered by Hyatt Legal Plans. This important life planning service allows a NEBA member and/or their spouse to meet with a participating plan attorney to prepare or update their wills. A will is an important document to have because it helps to secure your family's financial future by documenting important decisions about the distribution of your assets and who cares for your children in the event of your death.

There is no cost to the member to access a participating plan attorney or for the will preparation service as long as a network attorney is used.

The Will Preparation Service includes:

1. Access to Hyatt Legal Plans' large, nationwide network of participating plan attorneys;
2. Preparing and updating an employee and spouse's will (Simple Will and Complex Wills, not including Living Wills);
 - Wills generally name beneficiaries, alternate beneficiaries, indicate specific gifts, name an executor to manage the estate, name a guardian and alternate guardian for minor children and may even cancel debts owed.
 - Preparation of codicils (supplements to a will, containing an addition, explanation, modification of something in the will).
 - Preparation of a testamentary trust (a trust that is set up in a will to take effect after death)

Members simply call the Hyatt Legal Plans at 1-800-821-6400, Monday through Friday, 8 a.m. to 6 p.m. ET. A Client Service Representative will assist in locating a plan attorney in your area. Members will be asked their ID number, and the NEBA Group Number, which is 117923-1-G. You will be given the phone number of a participating attorney in your area and a Case Number with which the attorney will bill MetLife for the services.

YOU MUST BE ON OFFICIAL BUSINESS!

Do you use the Airport Courier Service?

If so, are you traveling on Official Business?

The NASA Glenn Research Center's Airport Courier Service provides transportation to and from Cleveland Hopkins Airport. This service is available for Glenn Civil Servant and Support Service Contractor employees who are traveling on **official business ONLY**. Please be advised that no friend, relative (including spouse and/or children), or other acquaintance, including NASA employees not traveling on official business, is authorized to use this service if accompanying you while you are traveling on official business. You may be held responsible if you authorize the use of the Airport Courier Service for any person accompanying you who is not traveling on official business.

The Airport Courier Service uses motor vehicles that are owned/leased by the NASA Glenn Research Center and operated and maintained with appropriated funds. Civil Servant employees who use this service for anything other than official business may be charged with willful misuse of a motor vehicle. As required by 31 USC 1349(b), the minimum statutory penalty for a Government employee who willfully uses a Government owned/leased motor vehicle for anything other than official purposes is a 30-calendar day suspension. Support Service Contractor employees that use this service for anything other than official business will be reported to their employer for appropriate action.

The purpose of this notice is to ensure that everyone is aware of the authorized use of the Airport Courier Service and to ensure that the Center employees use it accordingly.



Make 2006 a Year To Remember...

With the beginning of the New Year comes the opportunity to recommit to your career development efforts. Make this the year that you push yourself in a new direction and apply for one of the many leadership development possibilities available to you. Here is a summary of the programs available and when you can expect to see a call letter on Today at Glenn:

- **USDA Graduate School Fellowships** (Call in December, Selection in February)
 - New Leader Program (NLP) – GS 7-11 Civil Servants – NLP is designed to develop future public service leaders by providing assessment, experiential learning, and individual development opportunities.
 - Executive Leadership Program (ELP) – GS 11-13 Civil Servants - ELP provides participants the skills, experience, and exposure to move into positions of more leadership responsibility.
- **SES Candidate Development Program** (SESCDP) (Call in January, Selection in February/March) – GS14-15 Civil Servants - The NASA Senior Executive Service Candidate Development Program (SESCDP) offers individuals a structured approach to preparing for recurring openings in the SES. Designed to meet NASA's projected needs and management value's as well as Office of Personnel Management (OPM) merit principles and requirements, this program provides a series of intensive developmental experiences for people who are judged to have high potential for assuming executive responsibilities.
- **NASA Leadership Development Program** (LDP) (Call in May, Selection in August) – GS 13-15 Civil Servants - As part of NASA's integrated Strategic Human Capital Plan, the LDP is a key succession-planning tool aimed at ensuring that the Agency has the right kind and number of diverse leaders to achieve mission success. This one year program offers candidates a series of Leadership workshops as well as the opportunity for developmental assignments.
- **NASA Fellowships** (Call in May, Selection in August) – GS 13-SES – NASA Fellowships consist of Agency sponsored training programs with various academic institutions to meet the Leadership Development needs of a wide audience of NASA employees
- **Federal Executive Institute's Leadership for a Democratic Society** (Call in May, Selection in July) – GS 15-SES Civil Servants - This four-week program brings together managers and executives from 25 to 30 domestic and defense agencies for a unique, residential learning experience. The objective is to help agencies in the development of their career executive corps, linking individual development to improved agency performance.
- **Cleveland Federal Community Leadership Institute** (CFCLI) (Call in July, Selection in September) – GS 9-13 Civil Servants – CFCLI is a 9-month, intergovernmental leadership and mentoring program that promotes greater awareness of other Federal agencies in the Cleveland area, provides opportunities to meet and talk with Top Agency, University, and Community Leaders, introduces community needs and provides opportunities to provide help to the community, and includes opportunities to serve on nonprofit boards of community organizations

These are just a handful of the leadership development opportunities available to you. For more information, or for assistance determining the right experience for your unique situation, contact Ms. Jennifer L. Budd at 433-8021 or Jennifer.L.Budd@nasa.gov. Further information is also available in the GRC Leadership Development Guidebook which can be found at <http://www.grc.nasa.gov/WWW/ODT/Development/GuidebookFinal.pdf>.

Medicare Prescription Drug Benefits

Medicare will offer prescription drug coverage through its new "Part D" program starting January 1, 2006. Drug benefits under Federal Employee Health Benefits Program (FEHBP) are better than prescription drug coverage under Medicare. As a result, federal annuitants age 65 and older do not need to sign up for Medicare Part D. During the fall of 2005, FEHBP plans will send such annuitants a letter telling them that their FEHBP prescription drug benefit is superior to Medicare Part D. Annuitants should keep this letter since it will excuse them from any future Medicare Part D late enrollment penalty. <http://www.tsp.gov/cgi-bin/byteserver.cgi/bulletins/05-2.pdf>.



Annuity Start Dates and COLAs

Federal employees who are planning to retire in the near future should be aware of when annuity payments begin. After a person retires from the Federal Government, his or her annuity begins to "accrue" as of a fixed date and is payable on the first business day of the following month. This is a rather straightforward rule, but, like many other aspects of retirement, it can have unexpected consequences. So, prospective retirees should consider carefully when selecting their date of separation for retirement.

Sometimes employees who have already attained their qualifying retirement age retire on the day on which they satisfy their length of service requirement (see the May 2005 and June 2005 issues of NARFE magazine for the retirement eligibility rules under the Civil Service Retirement System [CSRS] and the Federal Employees Retirement System [FERS]). The converse is also true, as some employees who have served long enough to retire do so on their qualifying birthday for the age requirement.

CSRS Rules

When a CSRS employee retires on a voluntary immediate retirement (that is, the employee has attained age 55 and has performed 30 or more years of Federal service), or on an Early Voluntary retirement (often referred to as an "early out" retirement), or on a Special Group retirement (that is, the voluntary retirement of a law enforcement officer, firefighter or air traffic controller), that employee's annuity begins to accrue on the first day of the month after the month in which the employee separates for voluntary retirement. In these same CSRS voluntary retirement categories, however, the annuity begins to accrue on the day after the employee separates for retirement, if the employee separates for retirement on one of the first three days of the month.

For example, the retirement annuity of a CSRS employee who separates for retirement on January 15 begins to accrue on February 1 and is payable on March 1. The retirement annuity of a CSRS employee who separates for retirement on December 31 begins to accrue on January 1 and is payable on February 1. The retirement annuity of a CSRS employee who separates for retirement on January 3 begins to accrue on January 4 and is payable on February 1. However, the retirement annuity of a CSRS employee who separates for retirement on January 4 begins to accrue on February 1 and is payable on March 1. What a difference a day makes!

The message here is that employees who retire voluntarily should plan their date of retirement so there is no break in their income flow. That is, they should pick a date on which the annuity begins to accrue on the first day after their last day of pay as a Federal employee. Retiring in the middle of the month will result in a period of two weeks or so when the person will not be earning any pay or annuity.

The retirement annuities for CSRS employees who retire on Discontinued Service retirements (also called involuntary retirements, which often result from a reduction in force [RIF], base closing, transfer of function, etc.), Senior Executive Service [SES] involuntary retirements, and Special Group employees (law enforcement officers, firefighters and air traffic controllers) who are separated under the mandatory retirement provisions of the law begin to accrue on the day after the individual separates from Federal employment.

(Continued on page 4)

Annuity Start Dates and COLAs (Continued from page 3)

For example, if a Discontinued Service retiree separates from his or her agency on January 15, the annuity begins to accrue on January 16 and is payable on February 1. The annuity of a CSRS disability retiree begins to accrue on the day after the employee's last day in a pay status, if the employee meets the five years' civilian service requirement for disability retirees, and is payable on the first day of the next month.

The CSRS annuity of a former employee who claims a deferred retirement benefit after reaching age 62 begins to accrue on the 62nd birthday and is payable on the first day of the following month.

FERS Rules

All voluntary retirements under FERS (the FERS voluntary retirement categories are the same as the CSRS categories described above) begin to accrue on the first day of the month after the month in which the employee separates for retirement. Thus, the annuity of a FERS employee who separates for retirement on January 15 begins to accrue on February 1 and is payable on March 1. The annuity of a FERS employee who separates for retirement on January 31 begins to accrue on February 1 and is payable on March 1.

The annuity of a FERS Special Group employee (law enforcement officers, firefighters and air traffic controllers) who is separated under the mandatory retirement provisions of the law begins to accrue on the first day of the month following the month in which the individual separated from employment and is payable on the first day of the following month.

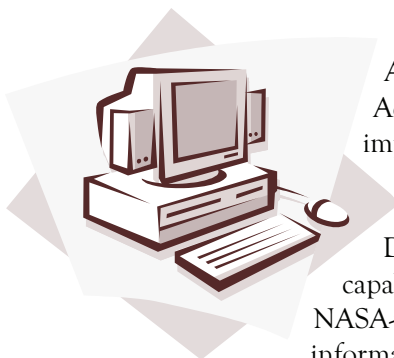
The annuity of a FERS Discontinued Service retiree, an SES Involuntary retiree and a Military Reserve Technician retiree begins to accrue on the day after the employee separates for retirement and is payable on the first day of the month following the month in which the individual separated for retirement.

The annuity of a FERS disability retiree begins to accrue on the day after the employee's last day in a pay status, if the employee meets the 18-month civilian service requirement for disability retirees, and is payable on the first day of the next month.

The FERS annuity of a former employee who claims a deferred retirement benefit after reaching age 62 begins to accrue on the first day of the following month and is payable on the first day of the second month after the individual attained age 62.

An employee who separates under the FERS MRA+10 provisions of the law may claim his or her retirement annuity as of the date of separation from Federal employment. The annuity begins to accrue on the first day of the month after the month in which the employee separates and meets the MRA+10 requirements, and is payable on the first day of the following month. There is a reduction in an MRA+10 annuity of 5 percent for each year the person is under age 62 when the individual begins receiving the annuity. An employee eligible for benefits under the MRA+10 provisions of the law is allowed to delay the beginning date of receipt of the annuity to reduce or eliminate the annuity reduction. The annuity will begin to accrue on the first day of the month after the delayed annuity commencing date selected by the MRA+10 retiree.

SATERN is Coming Soon ...



A new Agencywide e-Training Learning Management System (LMS) called System for Administration Training and Educational Resources (SATERN) is scheduled to be implemented at GRC Spring 2006. This system provides employees, managers, and the training community online capabilities to schedule and enroll onsite courses, request offsite courses, access online courses, track training, and maintain training history. Development planning and competency management are among the many future capabilities planned. Among the first and most visible changes, will be the use of a new NASA-wide Training Request form which will replace the current NASA C-478. More information will be coming soon.

Innovative Stress Management Workshops

NASA is in the process of a major transformation designed to realign the Agency and implement the President's Vision for Space Exploration. To achieve the vision, NASA faces many challenges. Our primary challenge is reshaping the NASA workforce to successfully meet its new mission requirements. There is an overwhelming number of people, processes and technology change initiatives currently facing Glenn Research Center. These changes have put an increasing number of stresses on employees. Relaxation techniques using the breath and stretching have shown to be very helpful in reducing stress and anxiety in the workforce – ultimately improving productivity. A lot of corporations are providing these types of workshops to employees and research shows that it is very effective.

"Watching productivity and moral plummet, some companies are turning to yoga and meditation to give their employees physical and spiritual relief. The movement is toward dealing with people in a more holistic and less mechanical way."

... John Kotter, Harvard Business School

In October 2005, the Organization Development and Training Office (OD&TO) started a weekly stress management class in Building 15. The class is designed as tool for employees to manage stress. The Instructor shows employees simple techniques for increasing concentration, negotiating stress and improving flexibility. Some employees come every week or just come when they have time. It is also in line with NASA Headquarters' Leadership Development Programs which teach similar techniques. It is considered to be a "wellness program".

The feedback so far from Glenn employees provided raving reviews:

"I thought this was for stressed out people or people who can not handle stress....I was hesitant to attend....to the contrary we all have stress and this provides some real simple but effective ways to better manage our effectiveness at work and home"

"It really works – everyone should try this..."

"Big payoff for such a little amount of time"

"Very practical stress management"

"Please keeps this class going – awesome"

"Awesome instructor"

Two classes are provided every Thursday, 9:45 to 10:30 a.m. in the small dinning room, Building 15 and 10:45 to 11:30 a.m. in the cafeteria, DEB, Building 500. No registration is required just come and de-stress!

The Human Resource Information System (HRIS)

The Human Resource Information System (HRIS) provides all Glenn civil servant employees the capability to view their personnel and training information. Supervisors have the added capability of viewing information related to all employees that are assigned to their organization.

HRIS makes this information available to employees and supervisors by providing easy access to some predefined reports. A simple click of a mouse button puts the relevant information at the finger tips of the employee.

If any personnel information requires updating, you should contact you Servicing Personnel Assistant in the Office of Human Resources and Workforce Planning (OHRWP). If a completed training instance from your training record is missing or needs updating, you should download a Training Record Update form (<http://wwwdev.grc.nasa.gov/WWW/ODT/Forms/TrngRcdUpdte.PDF>) from the Organization Development and Training Office Web Site. The form should be returned to ODT at mail stop 15-4 with any supporting documentation that shows you completed the course. A separate form is required for each missing course. Please note that only training that was supported by NASA can be added to your training record.

Additional information on how to install and how to gain access to the system can be found at: <http://www.grc.nasa.gov/WWW/OHR/hris.htm>.

Religious Observances

The Federal Employees Flexible and Compressed Work Schedules Acts of 1978 made it possible for Federal employees to observe the various established religious holy days of their faith; for example, Good Friday, Yom Kippur, etc. Whenever practical, employees who wish to attend or participate in religious observances will be granted, upon request, annual leave, credit hours, leave with out pay if annual leave or credit hours are not available, or compensatory time off. In order to earn compensatory time for religious observances, employees may work compensatory overtime before or after the grant of compensatory time off. Advanced compensatory time off should be repaid by the appropriate amount of compensatory overtime worked within 7 pay periods following the pay period in which it was used. Overtime pay provisions do not apply to compensatory work performed for religious observances.

External Awards

The following is a list of NASA External Award solicitations due April through June 2006. All nominations must be submitted through the Awards Office and approved by the Center Director prior to being submitted to Headquarters and the Sponsoring Organizations. Please contact the Awards Office at extension 3-2493, for specific information.

External Awards	Nomination Information	Due Dates		
		Due to the Awards Office	Due To Headquarters	Due to the Sponsoring Org.
Hispanic Engineer National Achievement Award: Category 1	http://www.henaac.org/nominations/	April 28, 2006	May 9, 2006	June 9, 2006
Wright Brothers Memorial Trophy: Category 1	http://www.naa.aero/html/awards/index.cfm?cmsid=201	June 23, 2006	June 30, 2006	July 31, 2006
Elder Statesmen of Aviation Award: Category 1	http://www.naa.aero/html/awards/index.cfm?cmsid=162	May 23, 2006	May 30, 2006	June 30, 2006
Admiral Luis De Florez Flight Safety Award: Category 3	http://www.flightsafety.org/adm_luis_award.html	April 28, 2006	N/A	May 5, 2006
Laura Taber Barbour Air Safety Award: Category 3	http://www.flightsafety.org/ltb_award.html	April 28, 2006	N/A	May 5, 2006
Heroism Award: Category 3	http://www.flightsafety.org/hero.html	May 29, 2006	N/A	June 5, 2006
Aviation Week & Space Technology Distinguished Service Award: Category 3	http://www.flightsafety.org/aw_st_award.html	May 29, 2006	N/A	June 5, 2006
American Institute of Aeronautics & Astronautics Awards: Category 3	http://www.aiaa.org/content.cfm?pageid=290	June 23, 2006	N/A	June 30, 2006
Federal Property Manager of the Year: Category 3	http://www.npma.org/pubs/about/Federal_Property_P.cfm	June 26, 2006	N/A	July 5, 2006

Category 1 Awards

- Recognition for substantial Agencywide contribution towards direct mission of the Agency.
- Soliciting organization requires submission by NASA's Administrator, stipend or grant that exceeds \$7,500, and/or special interest or emphasis by NASA Administrator.
- Nominations must be submitted to NASA Headquarters, Office of Human Capital Management, for final submission to sponsoring organization.

Category 2 Awards

- Award has limited application in the Agency.
- Soliciting organization limits the number of nominations from the Agency, thereby requiring an Agency screening process.
- Nominations may be submitted by someone other than the Administrator.
- Nominations must be submitted to NASA Headquarters, Office of Human Capital Management, for final submission to the sponsoring organization.

Category 3 Awards

- Solicitation by sponsoring organization is inconsistent and made through professional society membership and mass distribution.
- Soliciting organization has no limit on number of nominees from the Agency.
- Nominations are delegated to Heads of HQ Offices and Directors of NASA Centers for submission to sponsoring organizations.
- Copies of submitted nominations must be provided to NASA Headquarters, Office of Human Capital Management.

THINK SAFETY

24/7

GRC EMERGENCY CONTACT PHONE NUMBERS

DIAL

911

From a **GRC Telephone**, for life threatening emergencies.



An emergency is defined as a condition in which irreversible harm or death can result if immediate care is not obtained.

DIAL

(216) 433-8888

From a **CELL Phone** for life threatening emergencies:
Chest Pain, Shortness of Breath, Asthma Attack, Allergic Reaction, Shock, etc.



AUTOMATIC EXTERNAL DEFIBRILLATOR LOCATIONS

Building 3	Outside of Auditorium	Building 110	2 nd Floor, Near Elevator
Building 5	2 nd Floor, Center Stairs, Fire Cabinet	Building 142	1 st Floor, Near XL3 Fire Panel
Building 6	Room 144	Building 142	2 nd Floor, Near Room 220
Building 8	Front Lobby	Building 301	1 st Floor, Near Room 114 and Elevator
Building 11	First Floor Lobby	Building 302	1 st Floor, Lobby
Building 14	Hall across from Room 125	Building 340	Lobby
Building 15	Cafeteria, Near Tray Return Area	Building 341	Front Desk Cabinet
Building 15	Hallway Outside Medical Services	Building 500	Auditorium, Lobby, North Wall
Building 15	Medical Services Room 96	Building 500	Near Rooms 2113 and 2115
Building 16	Room 186, Near the Printers	First Responders	Van #1 and Van #2
Building 21	1 st Floor, Across from Rooms 3 & 5	Security Vehicles	#386, #387, #388, #389, #1208
Building 50	Northwest Hallway , Downstairs	PLUMBROOK	
Building 54	2 nd Floor Near Elevator, Exit Door	PB/5411 (B-Control)	PB/1441 SPF
Building 60	1 st Floor Lobby	PB/Mobile Security Unit	PB/Trailer #5
Building 77	1 st Floor Lobby	PB/7141 (Engineer Bldg)	PB/Trailer #16
Building 86	1 st Floor Lobby		
Building 86	3 rd Floor, Near Room 315 & Fire Extinguisher		

CONTACT INFORMATION

Manny Dominguez	216-433-6735	To learn of GRC AED Program and how an AED can be purchased for your work area
Jeannette Owens	216-433-2990	To register for CPR/AED classes
Patty Oleksiak	216-433-5841	To schedule an AED training session at your staff meetings